



## VACANCY ANNOUNCEMENT

**POSITION:** **OFFICE MANAGER AND ASSISTANT DIRECTOR OF ADMINISTRATIVE OPERATIONS**

**SALARY:** Starting salary level **\$45,000 TO \$72,000 per year depending on experience**  
(Salary is competitive and will be commensurate with related experience, education, and professional accomplishments)

**POSITION INFO:** Full-Time Permanent Position

**DUTY LOCATION:** Washington, DC

**DATE:** **IMMEDIATE OPENING**

**CONTACTS:** Go Kasai, Email: [gkasai@uscc.gov](mailto:gkasai@uscc.gov) / Phone: (202) 624-1413  
Kathy Michels, Email: [kmichels@uscc.gov](mailto:kmichels@uscc.gov) / Phone: (202) 624-1409

**WHO MAY BE CONSIDERED:** U.S. citizens

**MAJOR DUTIES AND RESPONSIBILITIES:** Participates as a member of the Commission's administrative management team and designated team leader for specific assignments. Responsible for overseeing and coordinating a full range of administrative management functions and operations, including personnel management, payroll, accounts payable, time and attendance, and general office policies and procedures. The work requires an ability to: (1) establish controls to monitor administrative management operations during the year and to recommend redirection of resources, adjustments and restructuring of staff to deal with changing situations, (2) knowledge of personnel management and payroll processing requirements, (3) ability to oversee, assess and monitor budget policies and procedures to formulate and monitor the Commission's budget and reconcile accounting records, and (4) skill and ability to collect, assemble, and analyze facts, draw conclusions, and develop solutions in written and verbal formats.

### **KEY REQUIREMENTS:**

- Knowledge of government administrative personnel practices and procedures.
- Knowledge of government budget and accounting processes, procedures, and requirements.
- Professional knowledge of the theory, concepts and practices of analytical and evaluative methods and techniques for assessing program operations and for improving organizational effectiveness.
- Ability to apply this knowledge using conventional methods and techniques.

**DESCRIPTION OF COMMISSION:** The Commission is a small, nonpartisan, legislative branch Commission that is responsible for monitoring, investigating, and submitting an annual report to the Congress concerning the national security implications of the bilateral trade and economic relationship between the United States and the People's Republic of China, and providing recommendations to Congress for legislative and administrative action.

The Commission conducts its work and studies in the following areas: China's military buildup, proliferation practices, and regional economic and security impacts; U.S.-China bilateral programs; economic transfers from the U.S. to China; China's energy consumption; China's use of U.S. capital markets; China's compliance with World Trade Organization obligations; and the implications of restrictions on speech and access to information in China.

### **HOW TO APPLY:**

You may submit an application for this position by e-mailing a resume containing the information outlined below under **"What should be included in your Application?"** to [kmichels@uscc.gov](mailto:kmichels@uscc.gov). **Applications may be submitted until the position is filled.** Applicants not selected will be notified when the position is filled.

**WHAT TO EXPECT NEXT:**

Candidates will receive an e-mail confirming receipt of application materials. They will be personally contacted if we wish to schedule an interview or require additional information.

**WHAT SHOULD BE INCLUDED IN YOUR APPLICATION?**

You may submit a résumé using the Optional Application for Federal Employment (OF-612), available at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf), or another written application format of your choice. **You must include all the information requested below or your application will not be considered.** The application form and job information and application requirements are also posted to the Commission's Web Site at <http://www.uscc.gov/jobopportunities.php>.

**Information to be Included in Application**

1. Title of the position for which you are applying.

**Personal Information:**

2. Full name, mailing address (with zip code), day/evening telephone numbers (with area code), and e-mail address.
3. Social Security Number. [NOTE: Giving your Social Security Number is voluntary. However, we may not be able process your application without it.]
4. Country of Citizenship.

**Education:**

5. Colleges and/or Universities attended. For each, provide: city, state and zip code.
  - Major field(s) of study.
  - Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

**Work Experience**

6. Paid or non-paid positions you have held related to the job for which you are applying (do not provide copies of job descriptions). For each job provide:
  - Job title.
  - Duties and accomplishments.
  - Number of hours worked per week.
  - Employer's name and address.
  - Starting and ending dates of employment (month and year).
  - Supervisor's name and current phone number. ***Indicate if your current supervisor may be contacted.***

If you have ever been employed by the Federal Government, indicate the highest Federal civilian grade held, the job series, and the dates of employment at that grade.

**Desirable Qualifications: [Not required, but may be considered in selecting the person for this position]:**

7. Experience in personnel management practices
8. Experience in budget and accounting practices
9. Experience in administrative management operations
10. Extensive knowledge of Governmental Accounting Principles and Standards, Public Laws, OMB, GAO, Treasury, and GSA policy as it relates and governs the functioning of the Commission.

**Other Qualifications**

11. Position-related training courses (title and year).

12. Job-related skills (e.g., Microsoft Office and other standard office software, and specialized database programs, etc).
13. Job-related certificates and licenses.
14. Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.)

**Do not send copies of any documents unless specifically requested.**